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# INDICO

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Guidelines for registration

March 2024

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## A. How to create an INDICO account.

1. Open your internet browser (Google Chrome, Firefox, Safari... but NOT Microsoft Internet Explorer)

Compatible Internet browser	Not compatible Internet browser
	

2. Go to <https://indico.un.org/register/>. Alternatively, from any page, click on the **Login** button at the top right corner of the window and then click on the **Create a new account** button.
3. Complete the “*Creating a new Indico user*” form and click **Confirm**.
4. You will receive an account activation link by e-mail. Follow the link to activate your account.

E-mail addresses are used as unique identifiers for users of INDICO. If you get an error “*e-mail address already exists*” then your e-mail address is already associated with an INDICO account. In case you do not remember the password of that account, use the **Reset password** function.

**Note:** Please do not create multiple accounts. This will avoid confusion and problems with registration in the future.

## B. How to reset your password.

To reset your password, please follow these steps:

1. Go to the login page: <https://indico.un.org/register/>
2. Click on **Reset password** below the Login block (see screenshot below).

# Log in to Indico

Username (email) Use the same email you used to register

Password

Login

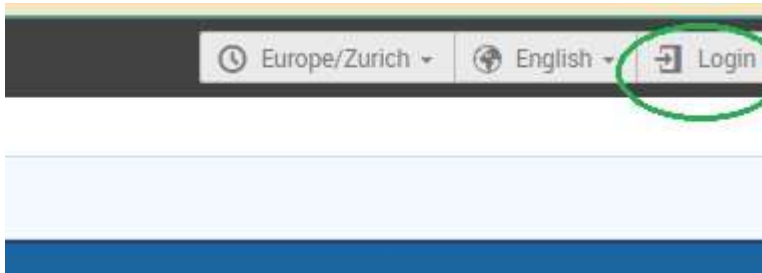
Reset password

enter your email address Reset my password

3. In your inbox:
  - ☐ You will receive an e-mail with a reset password link. If you do not receive any e-mail, please [contact the support team](#) for assistance.
  - ☐ Click on the link and you should be redirected to a page where you can enter your new password.
4. Log in using your new password.

## C. How to register for a meeting/event

1. **Open a direct link** to the event page received from the event organizer.
2. **Log in**



(If you are not logged in, you will be redirected to the login page before you can register. If you do not have an account, please create an account by clicking on **Create a new account**).



The image shows the Indico login interface. At the top is the Indico logo in blue. Below it are two input fields: "E-mail address" and "Password". To the right of the password field is a link that says "Forgot my password". Below the input fields is a button labeled "Login with Indico". Underneath the button, there is a message: "If you do not have an Indico account yet, you can [create one here](#)."

3. Click on **Register now** button.



4. Fill out the registration form and click on **Confirm**.
5. You will receive an e-mail informing you that your registration has been received and is pending approval from the event organizer(s).

#### **D. How to modify the registration information.**

**Important:** You can only modify your registration information before your application is processed. Once your registration is approved or rejected, you can no longer modify it. In such case, only the meeting/event Manager will be able to change your information on your behalf (you can contact the meeting/event).

Alternatively, the meeting/event Manager can reset your registration status to "*pending*" so you can modify your registration.

1. **Open a direct link** to the event page where you've registered.
2. On your meeting/event page, if you are not logged in yet, click on the **Login** button at the top right corner of the window. (Log in using your e-mail and password).
3. On the meeting/event registration page, click on **See details**.



4. A message appears on-screen in an orange status bar acknowledging that the registration is awaiting approval. You may modify or withdraw your registration whilst it is still pending approval (if permitted by the organizer).



5. Update your registration information.
6. Click on **Save**.

## **E. Assistance**

If you need **further assistance**, please send an email to: [pcbregistration@unaids.org](mailto:pcbregistration@unaids.org)